



Department of
**Environment &
Conservation**

Getting Started in NetDMR

Introduction to NetDMR for the Regulated Community

Overview

- Introduction to NetDMR
- Creating a New User Account
- The Initial Signatory Authority
- User Types
- Roles
- Subscriber Agreement & Signatory Authority
- Examples
- Entering Data
- Reviewing Data
- Contacts

Introduction to NetDMR

- **Dates**

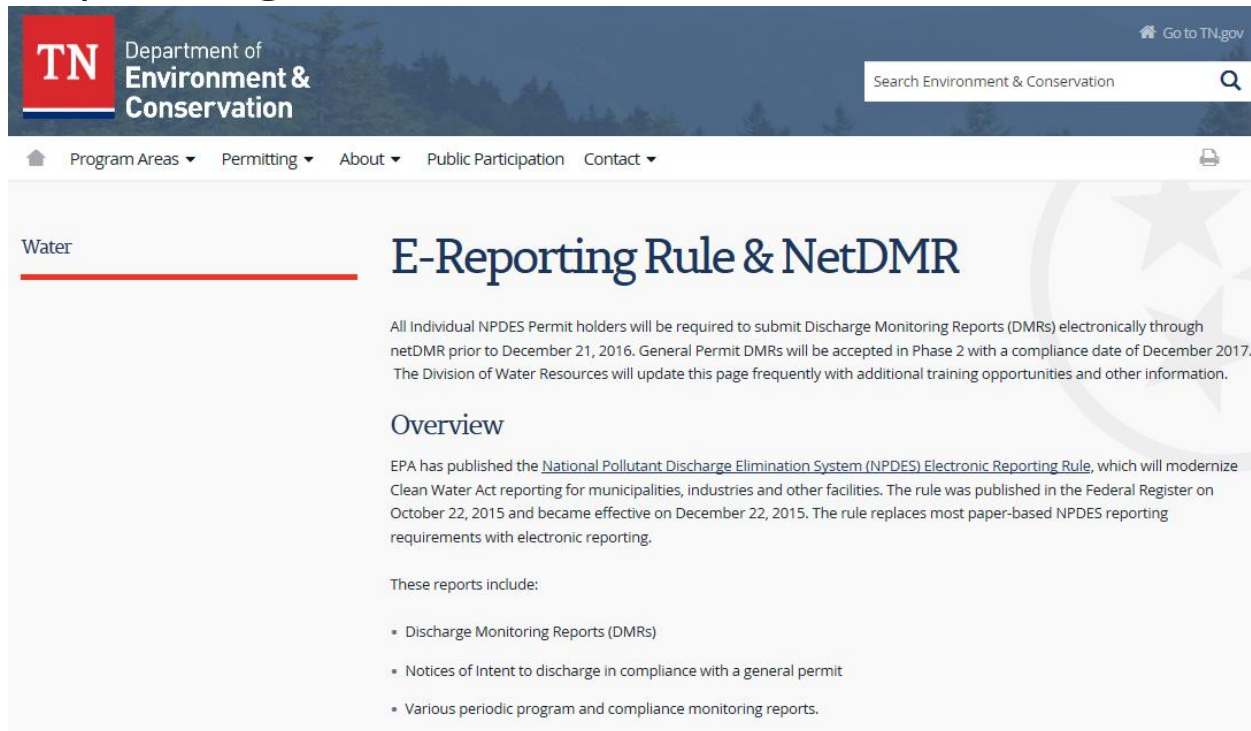
- September 21, 2016
 - All Individual Permits will be updated in ICIS
- November 30, 2016
 - All Individual Permits will be reporting in NetDMR
- **Beginning December 21, 2016**
 - All Phase 1 NPDES permittees will be required to submit their DMR submissions electronically utilizing the web-based Net DMR system.
 - In accordance with the new regulations

- **Acronyms & Definitions**

- Phase 1
 - Individual Permits
- NPDES
 - National Pollutant Discharge Elimination System (NPDES) permit
- DMR
 - Discharge Monitoring Reports (DMRs)
- CORs
 - Copies of Record
 - Submitted DMRs

Introduction to NetDMR

- TDEC guidance is available
 - <https://tn.gov/environment/article/wr-netdmr-electronic-reporting>



- EPA guidance is also available

EPA Guidance

- NetDMR Training, User Guides, FAQs
 - NetDMR Helpdesk/Support:
 - <https://netdmr.zendesk.com/home>
 - **Technical FAQs**
 - <https://netdmr.zendesk.com/entries/44942654-Technical-FAQs>
 - Webinar Training Sessions
 - EPA Headquarters will be providing NetDMR webinar training sessions on a monthly basis for Permittees and Data Providers.
 - Dates are listed under Training Announcements:
 - <https://netdmr.zendesk.com/home>

EPA Guidance – User Guides

- **NetDMR Training Materials:**
 - <https://netdmr.zendesk.com/entries/44942194-Training-Materials>
- **NetDMR Permittee & Data Provider Guide**
 - Navigate to netdmr.zendesk.com
 - located on the right hand side under Quick Links
 - For Permittees
 - <https://netdmr.zendesk.com/attachments/token/lyw3jZtbQgl3UMiP9RFasHryV/?name=NetDMRNationalInstallationPermitteeAndDataProviderUserGuideFinal.pdf>
- **NetDMR Regulatory Authority User Guide**
 - Navigate to netdmr.zendesk.com
 - located on the right hand side
 - For States and Regions
 - <https://netdmr.zendesk.com/attachments/token/njvpmlfq4i5szk/?name=NetDMRNationalInstallationRegulatoryAuthorityUserGuide.pdf>

Quick Links

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[For Permittees](#)

[Permittee & Data
Provider User Guide
\(PDF\)](#)

[For States and Regions](#)

[Regulatory Authority
User Guide \(PDF\)](#)

EPA Guidance – User Guide



NetDMR Support

[login](#)

[HOME](#)

[KNOWLEDGE BASE](#)

Welcome to NetDMR Support

Stay updated with news and announcements (below), get answers from the Knowledge Base, and share your ideas and questions with us and the NetDMR community.

Search the Knowledge Base



Search

General Information

NetDMR Support Admin (WL) June 17, 2014 • [Documents](#) / [General Information](#)

The [Network Discharge Monitoring Report \(NetDMR\) tool](#) is freely available for use by EPA Regions and select States, Tribes, and Territories. Most EPA Regions and many states are currently utilizing NetDMR. Additional States, Tribes, and Territories may adopt NetDMR and quickly enable their regulated NPDES facilities to begin electronic reporting.

Quick Links

[General Info/Announcements](#)

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[Permittee & Data
Provider User Guide
\(PDF\)](#)

[For States and Regions](#)

[Regulatory Authority
User Guide \(PDF\)](#)

TN

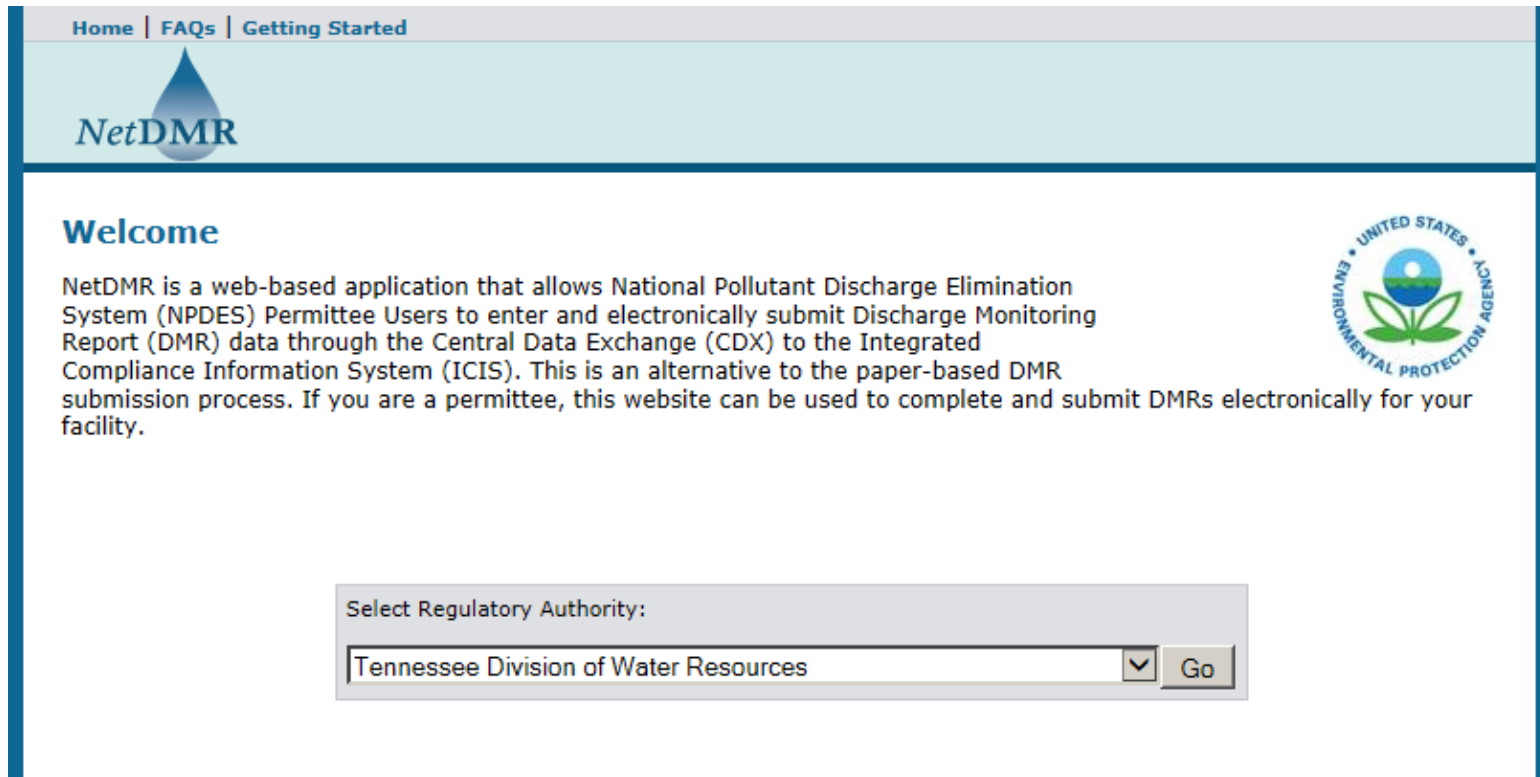
Department of
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NetDMR Introduction

- Benefits
 - Increases efficiency
 - Mailing paper DMRs
 - Emailing PDFs of DMRs
 - Improves Data Quality
 - Permit Holder enters the data
 - Data Provider enters the data
 - Allows user to enter the data on their schedule
 - Provides secure data entry
 - Authorized Users Only

Creating a New User Account

- Getting started
 - Search for NetDMR
 - Go to <https://netdmr.epa.gov/netdmr/public/home.htm>



The screenshot shows the NetDMR website interface. At the top, there is a navigation bar with links for "Home", "FAQs", and "Getting Started". Below this is a header section with the "NetDMR" logo, which features a blue water drop. The main content area has a "Welcome" heading followed by a paragraph explaining that NetDMR is a web-based application for NPDES permittees to submit DMR data electronically. To the right of this text is the official seal of the United States Environmental Protection Agency. At the bottom of the page, there is a form titled "Select Regulatory Authority:" which contains a dropdown menu with "Tennessee Division of Water Resources" selected, and a "Go" button next to it.

Home | FAQs | Getting Started

NetDMR

Welcome

NetDMR is a web-based application that allows National Pollutant Discharge Elimination System (NPDES) Permittee Users to enter and electronically submit Discharge Monitoring Report (DMR) data through the Central Data Exchange (CDX) to the Integrated Compliance Information System (ICIS). This is an alternative to the paper-based DMR submission process. If you are a permittee, this website can be used to complete and submit DMRs electronically for your facility.

UNITED STATES
ENVIRONMENTAL PROTECTION AGENCY

Select Regulatory Authority:

Tennessee Division of Water Resources

Who will be the first user account?

What Roles do you Need? Permittee User Functions

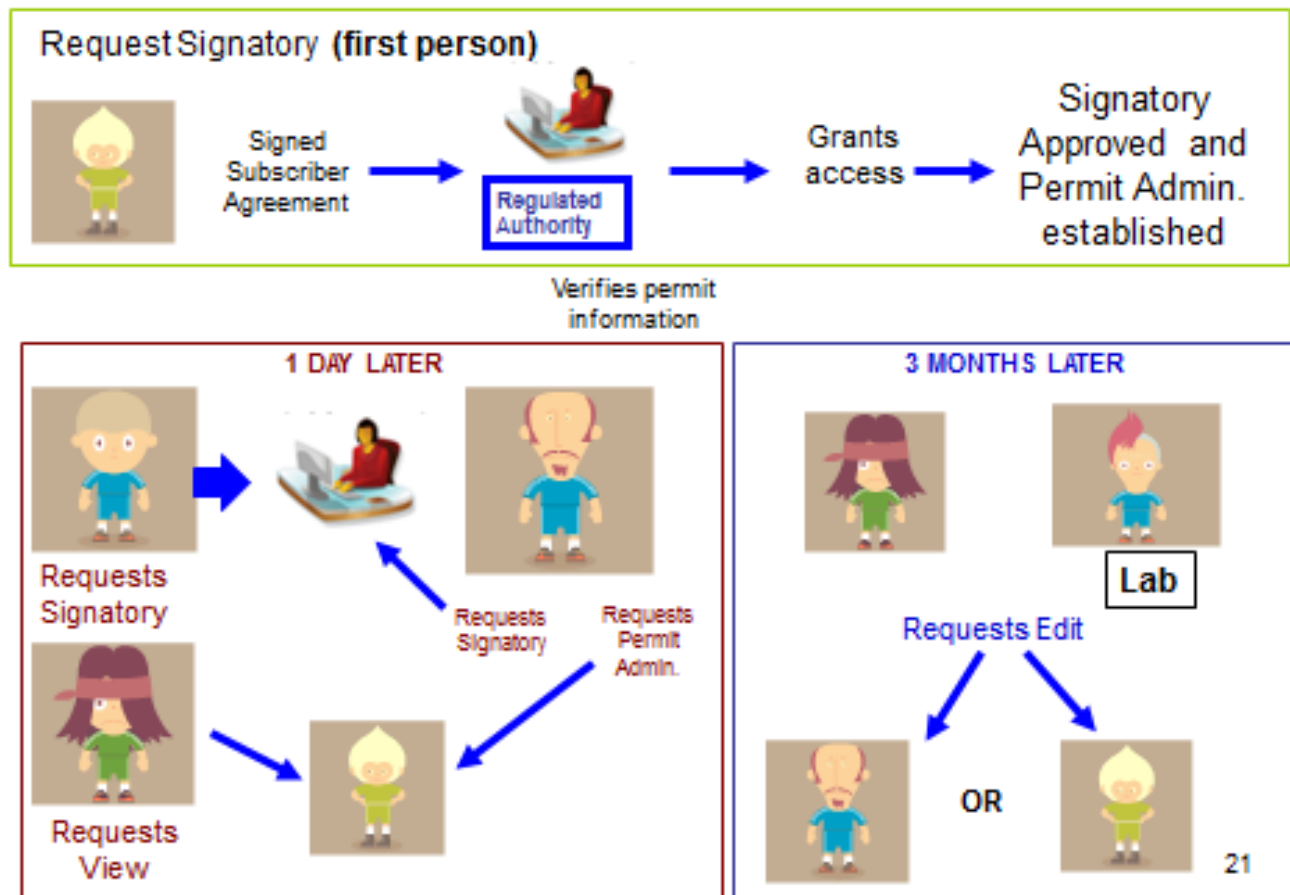
User Type	Manage Access Requests	View DMRs	Download Blank DMRs	Edit/Import / Correct DMRs	Sign and Submit DMRs	Manage CORs	View Permits	View Users	Request Signatory Access	Request Administrator Access	Request Edit Access
View		✓	✓						✓	✓	✓
Edit		✓	✓	✓		✓			✓	✓	
Signatory		✓	✓	✓	✓	✓				✓	
Signatory & Permit Administrator	✓	✓	✓	✓	✓	✓	✓	✓			
Permit Administrator & Edit	✓	✓	✓	✓		✓	✓	✓	✓		
Permit Administrator & View	✓	✓	✓				✓	✓	✓		✓

NetDMR Roles: External, Permittee User

- **Signatory**
 - Ability to Sign and Submit DMRs and Corrected DMRs.
 - A request for this role requires submission of a Subscriber Agreement to the organization that administers your NPDES Permit.
 - This role is available for External User with the user type of Permittee User.
- **Permit Administrator**
 - Ability to Approve all DMR read only and edit requests for a Permit;
 - Approve/deny View Partial DMR;
 - Search CORS, Permits and Users;
 - View Permits & users.
 - This role is available for External User with the user type of Permittee User.
- **Edit Role**
 - Ability to Edit DMR for a specific Permit,
 - edit the blank and in progress DMRs, as well as correct submitted DMRs, for a Permit;
 - Ability to import DMR data to the blank, in progress, and previously submitted DMRs.
 - This role is available for External Users with the user type of Permittee User or Data Provider.
 - The user with this role can
 - search and view permits and users;
 - delete DMRs and
 - download blank DMRs.

Your First User Account on NetDMR - Crucial

- First User will be automatically assigned the Permit Administrator Role in NetDMR
- First User must be the Signatory Authority listed on the Permit



Source: EPA NetDMR Permittee Training Intro FY2016

Signatory Role

- Authorized Person to Sign
 - Initial User must be the person authorized to sign
 - Title 40 Section 122 Part 22
- Another employee was assigned this role
 - If you have documentation stating this role has already been assigned, then please remind us or email that paperwork to:
 - NetDMR.help@tn.gov
 - Must have a letter explaining this assignment

40 CFR 122.22 - Signatories to permit applications and reports (applicable to State programs, see 123.25).

Code of Federal Regulations - Title 40: Protection of Environment

Id. vLex: VLEX-19812669

<http://vlex.com/vid/122-signatories-applicable-see-123-19812669>

Text

TITLE 40 - PROTECTION OF ENVIRONMENT

CHAPTER I - ENVIRONMENTAL PROTECTION AGENCY

SUBCHAPTER D - WATER PROGRAMS

PART 122 - EPA ADMINISTERED PERMIT PROGRAMS: THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

subpart b - PERMIT APPLICATION AND SPECIAL NPDES PROGRAM REQUIREMENTS

122.22 - Signatories to permit applications and reports (applicable to State programs, see 123.25).

(a) Applications. All permit applications shall be signed as follows: (1) For a corporation. By a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been

Creating a New User Account

- Click Create a NetDMR Account

- Select Type of User

- TDEC

- Internal User

- Regulated Community

- Permittee User

- Signatory Authority

- Permit Administrator

- Data Provider

- Consulting Firm

- Lab

- Contractor

- Other Organization

- Data Entry



The screenshot shows the 'Create a NetDMR Account' web form. At the top is the NetDMR logo. Below it is the title 'Create a NetDMR Account' with a small icon. The section is titled 'General Account Information'. A note says 'Please provide the information requested below to create a NetDMR account. A *'. The form fields are: 'Email Address:*' (text box), 'Enter Email Address Again:*' (text box), 'User Name:*' (radio buttons for 'Use my email address as my user name' and 'Create my own user name'), 'First Name:*' (text box), 'Last Name:*' (text box), 'Telephone Number:* (###-###-####)' (text box), 'Organization:*' (text box), and 'Type of User:*' (dropdown menu). The 'Type of User' dropdown is open, showing options: 'Select One', 'Permittee User', 'Internal User', and 'Data Provider'.

Creating a New User Account

- **User Type: Which type of user are you?**
- Permittee User
 - Work for an organization that is required to submit Discharge Monitoring Reports (DMRs) under a National Pollutant Discharge Elimination System (NPDES) permit.
- Data Provider
 - Support an organization that is required to submit DMRs as part of a NPDES permit.
 - **What is a Data Provider?**
 - A Data Provider is a lab, consulting firm or other business that has been hired by a permitted facility to enter or view Discharge Monitoring Reports (DMRs) on behalf of that facility.
 - Data Provider staff are:
 - » allowed to view, enter and import DMRs into NetDMR and edit CORs
 - » cannot sign and submit DMRs to ICIS.
 - » Only a permittee with the Signatory role can do this.
- Internal User
 - Work for or support a state, Region, or headquarters environmental protection agency that administers NPDES permits

Creating a New User Account

- Answer Security Questions
 - Used in case you forget your password
 - Keep questions & answers in a secure location
 - Or remember your questions & answers
- Keep a copy

Selected Security Questions

Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive. Answer must be between 1 and 50 characters. Special characters other than - . ' may not be used.

Question 1*

Question 2*

Question 3*

Question 4*

Question 5*

Notification Emails

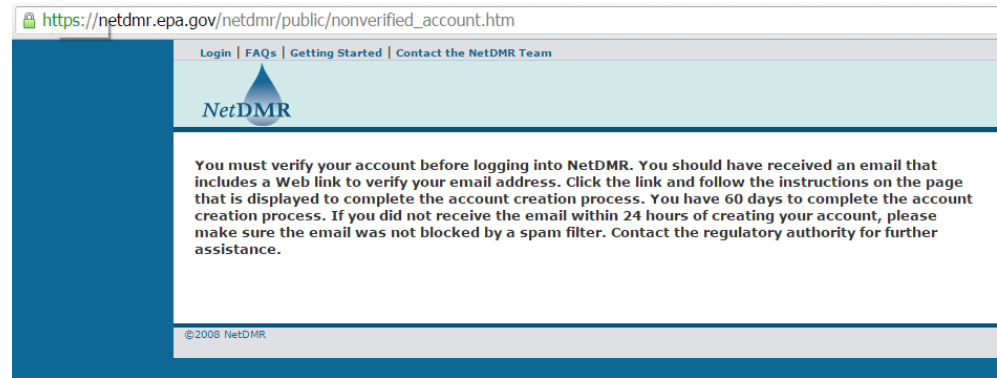
- Notification Emails
 - New User Account
 - Email sent upon account creation
 - Email provides the user with the next step
 - Activate Your NetDMR Account
 - “Your NetDMR account must be finalized before you can log into the system and request access to your permits. Please click on the following...”
 - » **Click the URL**
 - Where’s my email?
 - Check your email account’s spam folder
 - Search spam folder for:
 - » Netdmr-notifications@epa.gov
 - » EPA
 - » NetDMR
 - Still having problems
 - Log in to NetDMR
 - Send a screenshot & question about the account to:
 - » NetDMR.help@tn.gov
 - Still having problems & cannot log in to NetDMR
 - Send an email to NetDMR.help@tn.gov
 - » Request to reset password for your account
 - » Include email associated with account



The account provided is currently either inactive or has not completed the creation process. You should have previously received an e-mail with instructions for corrective action. If you have not, please contact the administrator.

Notification Emails: Activate Your Account

- Where's my email?
 - Check your email account's spam folder
 - Search spam folder for
 - » Netdmr-notifications@epa.gov
 - » EPA
 - » NetDMR
 - Still having problems
 - Log in to NetDMR
 - Send a screenshot & question about the account to:
 - » NetDMR.help@tn.gov
 - Still having problems & cannot log in to NetDMR
 - Send an email to NetDMR.help@tn.gov
 - » Request to reset password for your account
 - » Include email associated with account

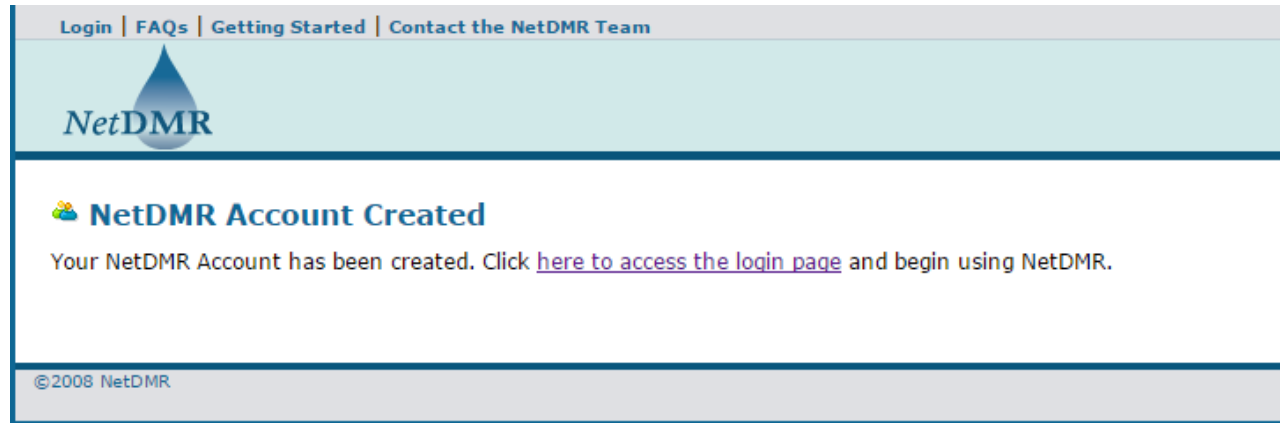
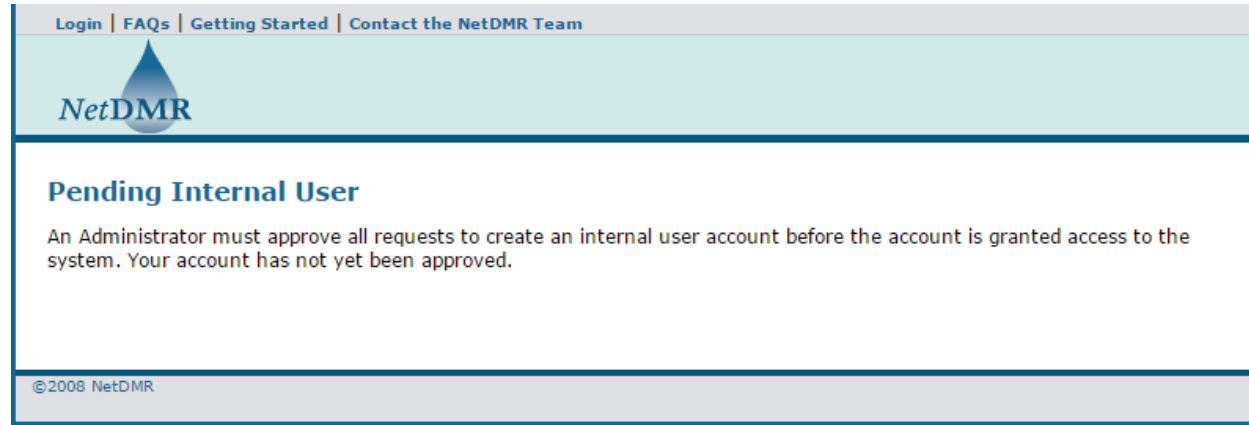


TDEC User Account Type: Internal User

- Internal User = Internal View
 - Once you click the URL in the Notification Email
 - “Activate Your NetDMR Account”
 - **Click URL**
 - Appears on our list
 - NetDMR Internal Administrators can approve your request.
- **What is an Internal User?**
 - An Internal User is a Regulatory Authority staff member with a NetDMR account.
 - Internal View

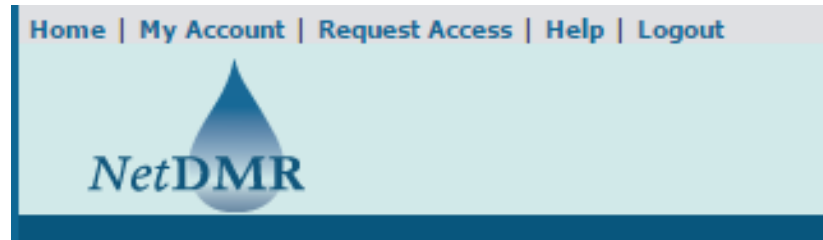
Verify Your NetDMR Account

- Check Spam Folder
 - If you see the Pending Internal User screen, you still need to click the URL
- Account Created



Request Access

- Request Access
 - Small Print at the Top
- Type in Permit ID
- Select Role
 - Responsible Official
 - Authorized Official



Additional Information Required
Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
gm2190103	Signatory	<p>What is your employer's relationship to the facility or facilities? [Select One]</p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

If you are the Responsible Official

Additional Information Required
Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
gm2190103	Signatory	<p>What is your employer's relationship to the facility or facilities? [Select One]</p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input checked="" type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

I have been authorized by the Responsible Official to sign the DMRs

Day Smith
President
228-228-9999

Subscriber Agreement

- What kind of role/access do you want for the permit?
 - Read-only:
 - you can view DMRs associated with the permit, but cannot update or modify DMR data.
 - Edit access:
 - you can view and modify DMRs and DMR data
 - Signatory:
 - you have authority to sign and submit DMRs on behalf of your organization.
 - **A request for the signatory role requires submission of a subscriber agreement to the organization that administers your NPDES permit.**
 - Permit Administrator:
 - *you have authority to approve all DMRs, read only, and edit requests for the Permit*
- Subscriber Agreement
- Signatory Authority

NetDMR Roles: External: Permittee User

What Roles do you Need? Permittee User Functions

User Type	Manage Access Requests	View DMRs	Download Blank DMRs	Edit/Import / Correct DMRs	Sign and Submit DMRs	Manage CORs	View Permits	View Users	Request Signatory Access	Request Administrator Access	Request Edit Access
View		✓	✓						✓	✓	✓
Edit		✓	✓	✓		✓			✓	✓	
Signatory		✓	✓	✓	✓	✓				✓	
Signatory & Permit Administrator	✓	✓	✓	✓	✓	✓	✓	✓			
Permit Administrator & Edit	✓	✓	✓	✓		✓	✓	✓	✓		
Permit Administrator & View	✓	✓	✓				✓	✓	✓		✓

NetDMR Roles: External: Data Provider

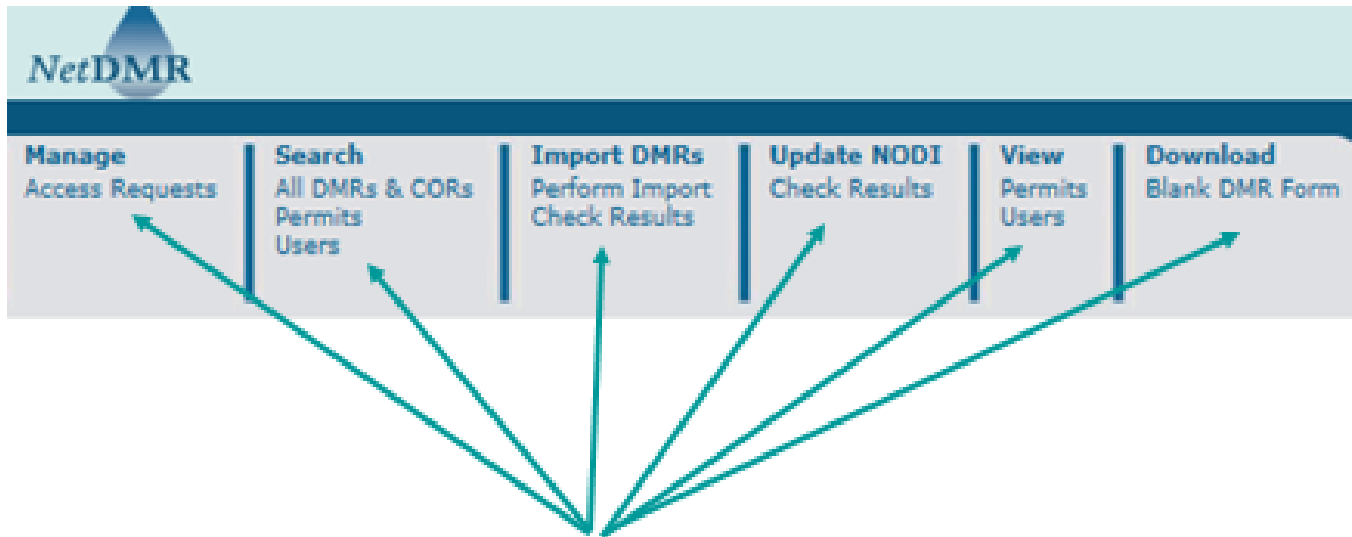
What Roles do you Need? Data Provider User Functions

User Type	View DMRs	Download Blank DMRs	Edit/Import/ Correct DMRs	Manage CORs
View				
Edit				

NetDMR Role: View

- View Role
 - Ability to View
 - Copy of Record (COR)
 - DMR
 - Corrected DMR for a Permit
 - This role is available for External Users with the user type of Permittee User or Data provider
 - This role can download the blank DMR

NetDMR Role: Signatory Role



- Signatory Role & Permit Administrator
 - Options listed above


Entering Data: Entering NetDMR Data

- Direct Data Entry
 - Using the Online Form
 - User Friendly
 - Enter data in the text box
 - Often completed by a User Other than the Signatory
- Entering in Information
 - Scheduled DMRs
 - NODI
 - Unscheduled DMRs

My Account

Email:	cathysig01@yahoo.com
User Name:	cathysig01@yahoo.com
First Name:	Cathy
Last Name:	Bius
Telephone Number:	214-665-6456
Organization:	Permittee
Type of User:	Permittee User

Selected Security Questions

 Click to display your security questions. Note that your security answers will not be shown, however you can change characters other than - . ' may not be used.

My Permits

Click any underlined column title to sort the table rows in ascending or descending order by the information in that color order applied.

Showing Permits 1-10 of 41  [View All](#)

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Request Date</u>	<u>Update Date</u>	<u>Subscriber Agreement</u>
NM0030660	Edit	Pending	07/29/11 01:35 PM	02/11/12 05:10 PM	
NM0030660	Permit Administrator	Pending	07/29/11 01:35 PM	02/11/12 05:10 PM	
NM0027782	Edit	Pending	01/10/12 01:35 PM	02/11/12 05:10 PM	
NM0023311	Signatory	Approved	12/03/09 10:00 AM	02/11/12 05:10 PM	
GMG290123	Signatory	Approved	11/03/09 01:51 PM	02/11/12 05:10 PM	
GMG290123	Permit Administrator	Approved	11/03/09 01:51 PM	02/11/12 05:10 PM	
GMG290123	View	Approved	11/03/09 01:52 PM	11/03/09 01:52 PM	
NMS000101	Signatory	Approved	01/13/10 10:05 AM	02/11/12 05:10 PM	

Scheduled DMRs

- Form Entry

Manage Access Requests	Search All DMRs & CORs Users	Unscheduled DMRs Unscheduled DMRs	Import DMRs Perform Import Check Results	Update NODI Check Results	View Permits Users	Download Blank DMR Form
---------------------------	------------------------------------	--------------------------------------	--	------------------------------	--------------------------	----------------------------

[View All](#) |
 [Clear Parameter Fields](#) |
 [Save & Continue](#) |
 [Save & Exit](#) |
 [Sign & Submit](#) |
 [Print Friendly View](#) |
 [Cancel/Back to Search Results](#)

Edit DMR

[Collapse Header](#)

Permit ID:	NM0022250	Major:	<input checked="" type="checkbox"/>
Permittee:	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY	Permittee Address:	SOUTHSIDE WATER RECLAM. PT.
Facility:	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY	Facility Location:	ALBUQUERQUE, NM 87105 SOUTHSIDE WATER RECLAM. PT. 4201 SECOND STREET, S.W. ALBUQUERQUE, NM 87105
Permitted Feature:	001 - External Outfall	Discharge:	A - TREATED MUNICIPAL WASTEWATER
Report Dates & Status		DMR Due Date:	02/15/16
Monitoring Period:	From 01/01/16 to 01/31/16		
Status:	Ready for Data Entry		
Principal Executive Officer			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>	Telephone:	<input type="text"/>
No Data Indicator (NODI)			
Form NODI:	<input type="text"/>		

Showing Parameters 1 - 10 of 13 [1](#) [2](#) [3](#)

Parameter Code	Name	NODI List	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis List	Smpl. Type List
			Value 1	Value 2	Units	Value 1	Value 2	Value 3			
00300	Oxygen, dissolved [DO]	Smpl.				<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1 - Effluent Gross											
Season: 0		Req.				>= 5 Monthly Average Minimum				Daily	GRAB
NODI: <input type="text"/>		NODI				<input type="text"/>					
00400	pH	Smpl.				<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1 - Effluent Gross											
Season: 0		Req.				>= 6.6 Minimum		<= 9 Maximum		Daily	GRAB
NODI: <input type="text"/>		NODI				<input type="text"/>		<input type="text"/>			
00530	Solids, total suspended	Smpl.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1 - Effluent Gross											
Season: 0		Req.	<= 19015 30 Day Average	<= 28522 7 Day Average	Pounds per Day	<= 30 30 Day Average	<= 45 7 Day Average			Daily	COMP24
NODI: <input type="text"/>		NODI	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>				
00610	Nitrogen, ammonia total (as N)	Smpl.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1 - Effluent Gross											
Season: 0		Req.	<= 634 30 Day Average	<= 951 Daily Maximum	Pounds per Day	<= 1 30 Day Average	<= 1.5 Daily Maximum			Daily	COMP24
NODI: <input type="text"/>		NODI	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>				

Scheduled DMRs

- Comments
- Add Attachments
 - Lab Reports
 - Letter
 - Explanation

71900	Mercury, total [as Hg]	Smpl.	=		=		Unit		=		=	
1 - Effluent Gross							List					
Season: 0		Req.	<= .005 30 Day Average		<= .008 7 Day Average		Pounds per Day		<= .008 30 Day Average		<= .012 7 Day Average	
NODI: <input type="text"/>		NODI	<input type="text"/>		<input type="text"/>				<input type="text"/>		<input type="text"/>	

[Edit Check Errors](#)
No results.

[DMR Comments](#)

[Comments](#)

[Attachments](#)

[Add Attachment](#)

No results.

[Report Last Saved By](#)

User:

Name:

E-Mail:

Date/Time: 01/26/16 10:47 CST

[Save & Continue](#) | [Save & Exit](#) | [Sign & Submit](#) | [Cancel/Back to Search Results](#)

No Discharge – NODI

[New Search](#) | [Refine Search](#) | [Refresh DMR Data](#) | [Sign & Submit Checked DMRs](#) | [Download Checked DMRs in PDF](#) | [Download Checked DMRs in PDF](#) | [Update NODI](#)

DMR/COM Search Results

(100 of 10000 of 100)

Row Map(s)	Record ID	Facility	Facility Address	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	DMR Received Date	Include in Batch Submit Check Batch Page Clear All	Include in Batch COM Download Check Batch Page Clear All	Update NODI Check NODI Page Clear All
Map List	W000000	UNIVERSITY OF CALIFORNIA	000	000-4	TRAPPER WASTEWATER	01/31/18	Scheduled	02/02/18	Ready for Data Entry				<input type="checkbox"/>
Map List	W000000	UNIVERSITY OF CALIFORNIA	010	010-6	COOLING TOWER BLUETOOTH & OTHER WASTEWATER TO SANJOA CREEK	01/31/18	Scheduled	02/02/18	Ready for Data Entry				<input type="checkbox"/>
Map List	W000000	UNIVERSITY OF CALIFORNIA	020	020-4	TRAPPER GARDEN WASTEWATER TO SANJOA CREEK	01/31/18	Scheduled	02/02/18	Ready for Data Entry				<input checked="" type="checkbox"/>
Map List	W000000	UNIVERSITY OF CALIFORNIA	030	030-6	COOLING TOWER BLUETOOTH & OTHER WASTEWATER TO SANJOA CREEK	01/31/18	Scheduled	02/02/18	Ready for Data Entry				<input type="checkbox"/>
Map List	W000000	UNIVERSITY OF CALIFORNIA	040	040-4	COOLING TOWER BLUETOOTH & OTHER WASTEWATER TO SANJOA CREEK	01/31/18	Scheduled	02/02/18	Ready for Data Entry				<input checked="" type="checkbox"/>
Map List	W000000	UNIVERSITY OF CALIFORNIA	050	050-6	COOLING TOWER BLUETOOTH & OTHER WASTEWATER TO SANJOA CREEK	01/31/18	Scheduled	02/02/18	Ready for Data Entry				<input type="checkbox"/>
Map List	W000000	UNIVERSITY OF CALIFORNIA	060	060-2	QUARTERLY REPORTING - OUTFALL 060	01/31/18	Scheduled	04/02/18	Ready for Data Entry				<input checked="" type="checkbox"/>
Map List	W000000	UNIVERSITY OF CALIFORNIA	070	070-2	QUARTERLY REPORTING - OUTFALL 070	01/31/18	Scheduled	04/02/18	Ready for Data Entry				<input checked="" type="checkbox"/>
Map List	W000000	UNIVERSITY OF CALIFORNIA	080	080-2	QUARTERLY REPORTING - OUTFALL 080	01/31/18	Scheduled	04/02/18	Ready for Data Entry				<input type="checkbox"/>
Map List	W000000	UNIVERSITY OF CALIFORNIA	090	090-2	QUARTERLY REPORTING - OUTFALL 090	01/31/18	Scheduled	04/02/18	Ready for Data Entry				<input type="checkbox"/>

Example – No Discharge for selected DMRs

NODI – Change Default Setting

- Select NODI Code & Save

Save & Exit

Cancel/Back to Search Results

Update NODI

Select New NODI Values

Select a NODI code below or select details. Click the 'Save and Exit' option above when done.

NODI Code:

Delete: ☐

Description

Enter a description for the update NODI transaction. The description will help to identify the transaction when viewing the Update NODI Results.

Description:

My Selected DMRs

These are the DMRs that you selected from the previous page. All the following DMRs will have their NODI values changed. You may select all or some of the DMRs you do not wish to change.

DMRs 1 through 4 of 4

<input type="checkbox"/>	Permit ID	Facility	Permitted Feature	Discharge ID	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
<input type="checkbox"/>	NP0028038	UNIVERSITY OF CALIFORNIA	113	113-4	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO SANDOZ CANYON	01/31/16	02/28/16	Ready for Data Entry
<input type="checkbox"/>	NP0028038	UNIVERSITY OF CALIFORNIA	180	180-4	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTENSON CANYON	01/31/16	02/28/16	Ready for Data Entry
<input type="checkbox"/>	NP0028038	UNIVERSITY OF CALIFORNIA	022	022-Q	QUARTERLY REPORTING - OUTFALL 022	03/31/16	04/28/16	Ready for Data Entry
<input type="checkbox"/>	NP0028038	UNIVERSITY OF CALIFORNIA	027	027-Q	QUARTERLY REPORTING - OUTFALL 027	03/31/16	04/28/16	Ready for Data Entry

NODI Codes

- Most Common
 - 9 – Conditional Monitoring
 - C – No Discharge
 - B – Below Detection Limit

Update NODI

Select New NODI Values

Select a NODI code below or select delete. Click the 'Save and Exit' option above w

NODI Code:

Delete:

Description:

Enter a description:

Description:

My Selections:

These are the NODI codes that are currently selected for this DMR. You may select a new NODI code from the list below.

DMRs 1 through 100 are listed below. Select the DMRs you want to update.

DMR #	Permit	Discharge #	Discharge
<input type="checkbox"/>	Permit		
<input type="checkbox"/>	NM0028355	UNIVERSITY OF CALIFORNIA	113
<input type="checkbox"/>	NM0028355	UNIVERSITY OF CALIFORNIA	113-A


Unscheduled DMRs

- Unscheduled DMRs
 - Permits may require submittal of DMRs based on an event
 - Monitoring Period dates are unknown
 - DMRs are **not** submitted on a regular schedule
 - Monthly
 - Quarterly
 - Yearly
 - Work in Progress
 - Once per Discharge (1/DS)
 - If this criteria is in your permit & we have not contacted you, please contact NetDMR.help@tn.gov

The screenshot displays the NetDMR web application interface. At the top, there is a navigation bar with several tabs: 'Manage Access Requests', 'Search All DMRs & CORs Permits Users', 'Unscheduled DMRs Unscheduled DMRs', 'Import DMRs Perform Import Check Results', 'Update NODI Check Results', 'View Permits Users', and 'Download Blank DMR Form'. Below this, a search bar is visible with the text 'Search:'. To the right of the search bar are four tabs: 'All DMRs & CORs', 'DMRs Ready to Submit', 'Permit ID', and 'Users'. The 'All DMRs & CORs' tab is selected, and the page title is 'All DMRs & Copies of Record (CORs)'. Below the title, there is a section for search criteria. It starts with a note: 'Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.' The search criteria include: 'Permit ID:' with a dropdown menu set to 'All' and an 'Update' button; 'Facility:' with a dropdown menu set to 'All' and an 'Update' button; 'Permitted Feature:' with a dropdown menu set to 'All' and an 'Update' button; 'Discharge:' with a dropdown menu set to 'All'; 'Monitoring Period End Date Range:' with two date input fields and a '(mm/dd/yyyy)' label; 'Edited or Submitted By:' with a dropdown menu set to 'All'; 'Status:' with a dropdown menu showing a list of status options: 'Ready for Data Entry', 'NetDMR Validation Errors', 'NetDMR Validated', 'Imported', 'Signed & Submitted', 'Submission Errors/Warnings', and 'Completed'; 'Scheduled/Unscheduled:' with a dropdown menu set to 'All'; and 'COR Confirmation #:' with a text input field. At the bottom of the search criteria section, there are 'Search' and 'Clear All Fields' buttons.

Signing DMRs

- Signatory Role & Permit Administrator

 **Search:** **All DMRs & CORs** **DMRs Ready to Submit** **Permit ID** **Users**

DMRs Ready to Submit

Select an option below to view a list of DMRs ready to sign and submit (i.e., in "NetDMR Validated" status).

All DMRs

Status:

Ready for Data Entry
NetDMR Validation Errors
NetDMR Validated
Imported
Signed & Submitted
Submission Errors/Warnings
Completed


(Hold down CTRL or Mac
command key to
select/deselect multiple)

COR Confirmation #:

Signing DMRs

- Select DMRs for Permit ID
- Click Search

Manage Access Requests	Search All DMRs & CORs Permits Users	Import DMRs Perform Import Check Results	Update NODI Check Results	View Permits Users	Download Blank DMR Form
----------------------------------	--	---	-------------------------------------	---------------------------------	-----------------------------------

 **Search:** All DMRs & CORs DMRs Ready to Submit Permit ID Users

DMRs Ready to Submit

Select an option below to view a list of DMRs ready to sign and submit (i.e., in "NetDMR Validated" status).

All DMRs

DMRs for Permit ID

DMRs for Facility

Entering Data: Import & Upload

- Import DMR Data
 - New Import DMR files specification
 - Import DMR Template Guide
 - <https://netdmr.zendesk.com/entries/27862790-Import-DMR-Template>
 - <https://netdmr.zendesk.com/entries/63769204-Importing-Data-with-Comments-Guide>
 - Import No Discharge
 - Form NODI Template
 - <https://netdmr.zendesk.com/entries/27396294-Form-NODI-Template>

Question:

Do you foresee Consulting Firms utilizing the import/upload functions?

It can save time if you're comfortable with .csv/.xls

"If you use a comma, the entire comment needs be inside of double quotes"

(recommended)

```
NM0000043,001,A,2015-01-31,,78136,1,0,,=,1,,,=,2,,,=,3,,,=,4,,,=,5,,,,,"Add your comments on the first row for 001 – A. You can have up to 4000 char."
NM0000043,001,A,2015-01-31,,78133,1,0,,=,1,,,=,2,,,=,3,,,=,4,,,=,5,,,,,"if you put comments here "," they will be ignored
NM0000043,001,A,2015-01-31,,00010,1,0,,=,1,,,=,2,,,=,3,,,=,4,,,=,5,,,,,"if you put comments here "," they will be ignored
NM0022292,002,A,2015-01-31,,78136,1,0,,=,1,,,=,2,,,=,3,,,=,4,,,=,5,,,,,"Add your comments on the first row for 002 – A. You can have up to 4000 char."
NM0022292,002,A,2015-01-31,,78133,1,0,,=,1,,,=,2,,,=,3,,,=,4,,,=,5,,,,,"if you put comments here "," they will be ignored
NM0022292,003,A,2015-01-31,,00310,1,0,,=,1,,,=,2,,,=,3,,,=,4,,,=,5,,,,,"Add your comments on the first row for 003 – A. You can have up to 4000 char."
NM0022292,003,A,2015-01-31,,00400,1,0,,=,1,,,=,2,,,=,3,,,=,4,,,=,5,,,,,"if you put comments here "," they will be ignored
NM0022292,003,A,2015-01-31,,00400,1,0,,=,1,,,=,2,,,=,3,,,=,4,,,=,5,,,,,"if you put comments here "," they will be ignored
```

This is INCORRECT: (comments were entered at the parameter level)

```
NM0000043,001,A,2015-01-31,,78136,1,0,,=,1,,,=,2,,,=,3,,,=,4,,,=,5,,,,,"Add your comments on this row for 001 – A. This comment accepted."
NM0000043,001,A,2015-01-31,,78133,1,0,,=,1,,,=,2,,,=,3,,,=,4,,,=,5,,,,,"if you put comments here "," they will be ignored
NM0000043,001,A,2015-01-31,,00010,1,0,,=,1,,,=,2,,,=,3,,,=,4,,,=,5,,,,,"if you put comments here "," they will be ignored
NM0022292,002,A,2015-01-31,,78136,1,0,,=,1,,,=,2,,,=,3,,,=,4,,,=,5,,,,,"Add your comments on this row for 002 – A. This comment accepted."
NM0022292,002,A,2015-01-31,,78133,1,0,,=,1,,,=,2,,,=,3,,,=,4,,,=,5,,,,,"if you put comments here "," they will be ignored
NM0022292,003,A,2015-01-31,,00310,1,0,,=,1,,,=,2,,,=,3,,,=,4,,,=,5,,,,,"Add your comments on this row for 003 – A. This comment accepted."
NM0022292,003,A,2015-01-31,,00400,1,0,,=,1,,,=,2,,,=,3,,,=,4,,,=,5,,,,,"if you put comments here "," they will be ignored
NM0022292,003,A,2015-01-31,,00400,1,0,,=,1,,,=,2,,,=,3,,,=,4,,,=,5,,,,,"if you put comments here "," they will be ignored
```

Training Opportunities

- May 2016
 - May 24, 2016
 - Kentucky Tennessee Water Environment Association (KYTNWEA)
 - Getting Started on NetDMR Webinar
 - » <https://attendee.gotowebinar.com/register/43312207674762042>
 - Phase 1 - Permit Holders
- June 2016
 - Regulated Community
- Late Summer 2016
 - Mining

Review: Notification Emails

Email Types	Action	Information
Activate Your NetDMR Account	Click URL	Link will expire in 60 Days
Your NetDMR Account Has Been Created	-	-
NetDMR Access Request Notification	-	Role Id, Status

- Current Status of NetDMR
 - Streamlining the External User Account Creation Process
 - Eliminated NetDMR Test for Majority of Users
 - Allow users to test the import tool
 - Can use NetDMR Test to sandbox data imports

Review: Subscriber Agreements

- Manage: Agreements
 - Use Subscriber Agreement Number from WaterLog
 - Search Documents
 - Document Type
 - NetDMR Electronic Subscriber Agreement

Manage
Access Requests
Instance
Agreements

Search
CORs
Email
Permits
Users

View
Suspect Logs
Raw Logs
Import Logs
Network Activity
DMRs

Validate
CORs

Process Subscriber Agreements

Enter a Subscriber Agreement number. This is the number in the top right corner of the paper Agreement forwarded to you by the permittee.

Subscriber Agreement Number:

Submit

DWR BG34137 | [Home](#) | [App Requests](#) | [Print](#) | [Change Password](#) | [Survey](#) | [My Reports](#) | [DWR Reports](#) | [Responses](#)

> [Sites, Permits, Contacts, Documents](#) | [Plans](#) | [Waters](#) | [TDOT](#) | [Complaints](#) | [Enforcement](#) | [ALwerc](#) | [UIC](#)

Search

☐ General
☐ Sites
☐ Permits
☐ Contacts
☒ Documents

Display Rows
30

Search conditions

EFO %
County %

Permit #
Site

Author
Mailed Date

Description/Keywords
IN-OUT-REF %

Signed Date
Document Type
NetDMR Electronic Subscriber Agreement

Clear Filter

Apply Filter

row(s) 1 - 30 of 160 Next

View	Site	Permit No	EFO Name	County	Author	Description or Keywords	IN-OUT-REF	Type	Mnqr	Signed Date	Mailed Date Y
	Waupaca Foundry, Inc. Plant 6	TN0076015	Chattanooga	McMinn	FC	NetDMR Signature Authorization	Incoming	NetDMR Electronic Subscriber Agreement			29-APR-16
	City Of Pikeville dba Pikeville Water Treatment Facility	TN0078581	Chattanooga	Bledsoe	FC	NetDMR Signature Authorization	Incoming	NetDMR Electronic Subscriber Agreement			28-APR-16
	Jellico Electric and Water Systems	TN0022861	Knoxville	Campbell	FC	NetDMR Signature Authorization	Incoming	NetDMR Electronic Subscriber Agreement			28-APR-16
	Westinohouse BWR Training Facility - Chattanooga	TN0081248	Chattanooga	Hamilton	FC	NetDMR Signature Authorization	Incoming	NetDMR Electronic Subscriber Agreement			27-APR-16
	Norandal USA, Inc.	TN0003221	Jackson	Carroll	FC	Signature Authorization NetDMR	Incoming	NetDMR Electronic Subscriber Agreement			25-APR-16
	Carthage STP	TN0022993	Cookeville	Smith	FC	Signature Authorization NetDMR	Incoming	NetDMR Electronic Subscriber Agreement			25-APR-16
	Rockwood Lithium Inc.	TN0062537	Nashville	Humphreys	FC	Signature Authorization NetDMR	Incoming	NetDMR Electronic Subscriber Agreement			25-APR-16
	Adamsville STP	TN0064785	Jackson	McNairy	FC	Signature Authorization NetDMR	Incoming	NetDMR Electronic Subscriber Agreement			22-APR-16
	Bell Buckle STP	TN0020591	Columbia	Bedford	FC	Signature Authorization	Incoming	NetDMR Electronic Subscriber Agreement			22-APR-16

TN DEPT OF ENVIRONMENT
AND CONSERVATION
NOV 13 2014
DIV OF WATER RESOURCES
RECEIVED

Agency: Tennessee Division of Water Resources
Subscriber Agreement Number: 1f011043-a495-4d7b-9378-fdc776f93235
Generated On: 2014-11-10 14:03:00.0
Account Reference: 11031

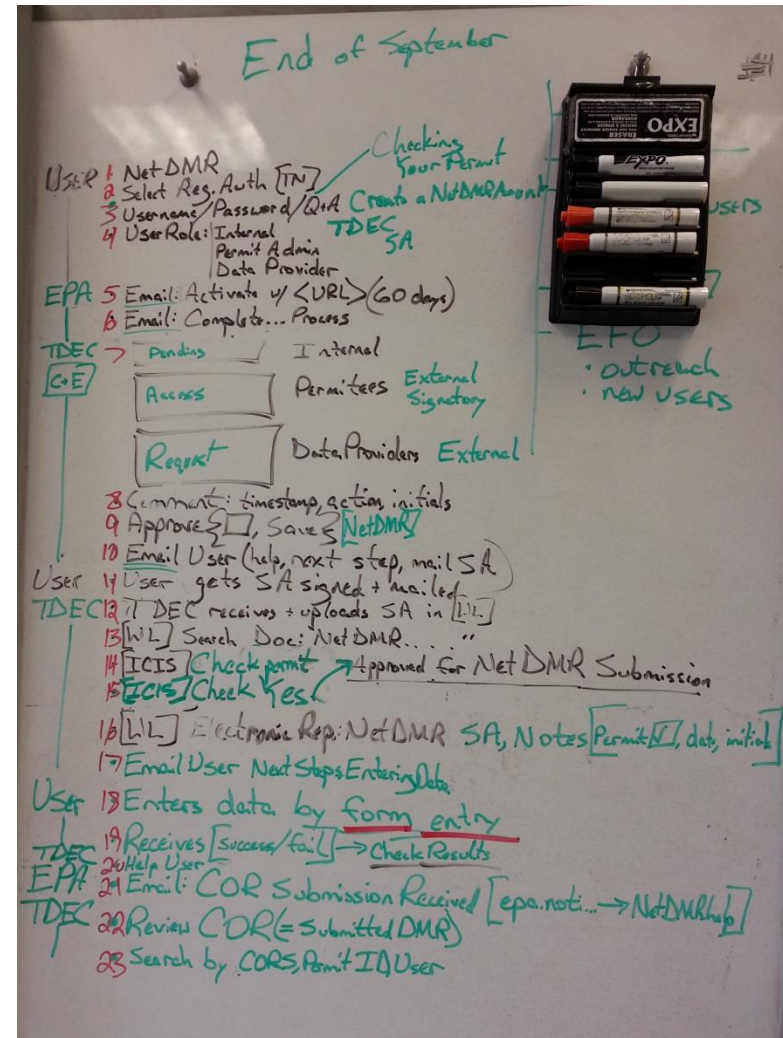
NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: Tennessee Division of Water Resources

1f011043-a495-4d7b-9378-fdc776f93235

TN0064025

Review

- Current Process
 - External User Account Creation
- Notification Emails
 - Activate Your NetDMR Account
- Entering Data
 - Check Results
 - Errors



Contact

- Please contact NetDMR Help with any questions, comments, or concerns
- NetDMR.help@tn.gov